



# HUMAN RESOURCE MANAGEMENT

"Creative and Design Thinkers"

COURSE FINAL OUTPUT - MGT1106  
PREPRINT  
OPEN ACCESS

JANUARY - MAY 2023

## Human Resource Manpower Plan for Rexmed Pharmaceutical Sales

Watch us on: <https://youtu.be/CeCJ0546Ys0>

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## I. Overview of the Business

Rexmed Pharmaceutical Sales is a leading company specializing in distributing pharmaceutical products to the healthcare industry. The company was founded with the primary objective of providing high-quality medication to people in need. Rexmed Pharmaceutical Sales focus on developing and distributing generic and branded drugs to various medical institutions, hospitals, and pharmacies across the Philippines. As a licensed pharmaceutical distributor, Rexmed Pharmaceutical Sales works closely with pharmaceutical manufacturers to ensure that all products are of the highest quality and meet regulatory requirements.

The business owner is Rex Rapisura Navarrete, who has over 20 years of experience in the pharmaceutical industry. The company has many products, including prescription drugs, over-the-counter medications, and medical supplies. In addition to distribution, Rexmed provides marketing and product support services to healthcare providers and hospitals. With a strong focus on customer satisfaction, Rexmed Pharmaceutical Sales ensure that all orders are delivered on time and in excellent condition. The company's distribution channels are optimized to ensure that customers can quickly access the products they require when they need them. Rexmed Pharmaceutical Sales boast a team of experienced sales representatives who work hard to maintain good relationships with clients and satisfy their needs.

Rexmed Pharmaceutical Sales is a reputable company that provides high-quality pharmaceutical products to the healthcare industry. The company's focus on customer satisfaction and close relationships with pharmaceutical manufacturers make them one of the most reliable and efficient partners for medical institutions, hospitals, and pharmacies. Rexmed Pharmaceutical Sales is committed to providing high-quality products and services to its customers. The company has a strong network of suppliers and partners, allowing it to offer competitive pricing and a diverse range of products. With its pharmaceutical industry expertise and customer satisfaction commitment, Rexmed Pharmaceutical Sales is a trusted partner for healthcare providers across the Philippines.

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## II. Introduction

Rexmed Pharmaceutical Sales, a medical distributor firm situated in the Philippines, recognizes the indispensability of human resources (HR) management as a fundamental aspect of any organization. HR encompasses various functions, such as recruitment, training, development, compensation, and performance management (Koster & Stellmacher, 2019)<sup>i</sup>, that center around the management of people within the company. At Rexmed Pharmaceutical Sales, HR's significance lies in its ability to attract, develop, and retain competent individuals, ultimately leading to the organization's success. To ensure the utmost effectiveness of its workforce, Rexmed Pharmaceutical Sales has established a range of HR policies and practices aimed at motivating employees and maintaining their engagement and productivity.

Rexmed Pharmaceutical Sales prioritize employee training and development as a critical HR practice. The company ensures its workforce possesses the necessary skills and knowledge to perform their duties effectively and efficiently. To this end, Rexmed Pharmaceutical Sales regularly conduct training programs, workshops, and seminars, keeping its employees updated with the latest industry trends and technological advancements (Patterson & West, 2019)<sup>ii</sup>. These initiatives showcase Rexmed Pharmaceutical Sales' unwavering dedication to its employees' development and acknowledgment of their capabilities.

Rexmed Pharmaceutical Sales are conducting a comprehensive analysis of its human resources management practices and their influence on employee engagement, motivation, and productivity. The primary objective of this study is to identify the HR practices' strengths and limitations and provide recommendations to enhance them. The study will scrutinize the company's recruitment and selection processes, training and development initiatives, compensation and benefits, and performance management systems to achieve this goal. By performing this analysis, Rexmed Pharmaceutical Sales aim to gain valuable insights into its HR practices and highlight areas that require improvement to improve employee satisfaction and retention, ultimately contributing to the company's overall success.

## Purpose of the Study

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The purpose of this study for Rexmed Pharmaceutical Sales is to assess the effectiveness of the company's human resources management practices and identify areas for improvement. The study aims to answer the following research questions:

- 1) Given that Rexmed Pharmaceutical Sales is a sole proprietorship operating in the Philippines, what is the nature of human resources it possesses?
- 2) How is the human resources manpower plan for Rexmed Pharmaceutical Sales fitted with the various Sustainable Development Goals?

## I. Staffing Management

Proper staffing management is vital for any organization, and Rexmed Pharmaceutical Sales is no exception. It involves effectively ensuring that the business has appropriate competent and qualified personnel to accomplish its objectives. This entails identifying the organization's staffing needs, sourcing candidates from various channels, and choosing the most suitable individuals for the positions. A well-executed staffing process also decreases employee turnover, which can incur significant expenses for recruitment and training within a company.

The management of staffing is of utmost importance to ensure that employees are motivated and committed to their work. Employees can feel appreciated and engaged in the organization's success by offering opportunities for growth, providing constructive feedback, and acknowledging merits. Consequently, this can increase job satisfaction, greater productivity and improve client outcomes. In summary, effective staffing management is critical for Rexmed Pharmaceutical Sales to remain competitive in the medical distribution industry and accomplish its business objectives (Cirino, 2020)<sup>iii</sup>.

## A. Staffing Acquisition or Recruitment and Selection

Efficient staff acquisition and selection are vital to Rexmed Pharmaceutical Sales' human resources management. The company places enormous value on its workforce and recognizes that acquiring exceptional talent is a cornerstone for success. The company has

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developed an intensive recruitment and selection process to attract and retain top talent, encompassing various stages such as job requirements identification, qualification review, job vacancy advertising, candidate screening, interviewing, and job offer issuance (Breagh, 2020)<sup>iv</sup>. Rexmed Pharmaceutical Sales' recruitment strategy encompasses a variety of recruitment channels, including social media, employee referrals, and headhunting, to amass a broad pool of potential candidates.



Table 1. Staff Acquisition for Rexmed Pharmaceutical Sales

## B. Resource Calendar

Project managers utilize a resource calendar to schedule and assign resources, such as personnel and equipment, to tasks and projects. This calendar provides a view of resource availability, enabling managers to efficiently allocate resources to tasks and ensure timely and cost-effective project completion. For Rexmed Pharmaceutical Sales, utilizing a resource calendar is particularly beneficial as it aids in workload management for team members and ensures effective allocation across various projects.

Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Employee no. 1	DAY OFF	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	DAY OFF
Employee no. 2	DAY OFF	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	DAY OFF
Employee no. 3	DAY OFF	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	DAY OFF
Employee no. 4	DAY OFF	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	DAY OFF
Employee no. 5	DAY OFF	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	DAY OFF

Table 2. A weekly Resource Calendar for Rexmed Pharmaceutical Sales

According to a Project Management Institute (PMI) report, the professional management of resources may lead to a 22% augmentation in project performance and a 15% surge in project triumph rates (PMI, 2018)<sup>v</sup>. By implementing a resource calendar, Rexmed Pharmaceutical Sales can enhance resource management and augment project outcomes, increasing customer satisfaction and more significant revenue. As an additional benefit, the resource calendar can also aid in detecting any future conflicts or resource overloads, allowing managers to make necessary modifications to ensure a seamless workflow.





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## C. Training and Talent Management

Training and talent management are two crucial processes that have the potential to substantially influence an organization's performance, and they are strongly reliant on human resource management. Organizations need to emphasize staff development in today's quickly changing business environment to be competitive (Deirdre, 2022)<sup>vi</sup>. Through practical training and talent management programs, companies can cultivate a workforce capable of adapting to changing business needs, acquiring new skills, and driving innovation. Furthermore, such programs have the potential to boost employee engagement, satisfaction, and retention, ultimately resulting in a more productive and motivated workforce.

Rexmed Pharmaceutical Sales is a leading player in the pharmaceutical market, and to retain a competitive edge, it is imperative to have a skilled sales force. The company ensures its sales personnel are equipped with the necessary skills to deliver on targets by providing comprehensive training and talent management programs. Rexmed Pharmaceutical Sales' training programs aim to equip its sales team with product knowledge, communication, negotiation, and presentation skills. The programs are delivered through a blend of classroom and field training and are tailored to meet the needs of individual employees. This approach helps ensure that each employee is comfortable and confident in their role and can meet the demands of the industry.

## D. Development

Human resource development assists in preparing personnel for future roles by offering chances for individuals to obtain unique mindsets, skills, and information necessary to take up more elevated positions. Additionally, it allows for identifying strengths and weaknesses within the workforce, helping to establish successful business succession plans. (2022, Workhuman Editorial Team)<sup>vii</sup>.

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Rexmed Pharmaceutical Sales create development programs to ensure sustainable productivity through succession planning for organizations. This talent management approach involves identifying critical roles within a company and cultivating individuals to step into these responsibilities in the future. Rexmed Pharmaceutical Sales offers a comprehensive range of staff development services, including training, career advancement opportunities, performance management, coaching, mentoring, succession planning, identification of critical employees, tuition aid, and possibilities for organizational growth. The company prioritizes strong supervisor-subordinate relationships, teamwork, and collaboration among subunits to foster an organizational culture that promotes professional well-being, employee motivation, and pride. By developing employees' capabilities, Rexmed Pharmaceutical Sales equip them for personal and organizational growth.

## E. Performance Reviews

Rexmed Pharmaceutical Sales acknowledge the significance of providing regular and constructive feedback to its staff members to maintain optimal performance. To accomplish this, the organization established an annual performance review process during its Kickoff party that encompasses self-evaluation and supervisor evaluation. During the review process, employees are evaluated based on their accomplishments, areas that require improvement, and progress toward achieving their career objectives. In addition, they are allowed to discuss their career aspirations and development prospects with their supervisors. The feedback received from the performance reviews is used to devise tailored development plans for each employee, which define specific goals, objectives, and action plans to enhance their performance and advance their careers within the organization (Goler et al., 2016)<sup>viii</sup>. By providing regular performance reviews, Rexmed Pharmaceutical Sales are committed to fostering a culture of continuous improvement and helping its employees achieve their full potential.

## F. Recognition and Rewards

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As per the findings of Snell, Morris, and Bohlander (2015)<sup>ix</sup>, acknowledgment and incentives play a crucial role in ensuring an efficient human resource management plan as they promote higher employee motivation, engagement, and retention. Rexmed Pharmaceutical Sales value these factors' significance and have established a broad recognition and rewards program. Such an initiative aims to cultivate a positive work culture, build employee loyalty, and increase work productivity.

Rexmed Pharmaceutical Sales' recognition and rewards program offers a diverse range of incentives that cater to both monetary and non-monetary needs. The company offers monetary incentives, bonuses for outstanding work, and non-monetary rewards like flexible work arrangements, career advancement, and training and development opportunities. The company also acknowledges employee contributions in a public forum, such as employee of the month awards and celebrating work anniversaries and birthdays. Rexmed Pharmaceutical Sales also encourage collaboration and appreciation in the workplace through peer-to-peer recognition, where employees can nominate their colleagues for outstanding performance.



Table 3. Rewards and Recognitions of Rexmed Pharmaceutical Sales

## G. Employee and Labor Relations

Rexmed Pharmaceutical Sales acknowledge that effective employee and labor relations are essential for any firm to succeed in today's fiercely competitive business world. OnBlink inc. (2021)<sup>x</sup>. creating positive employee relations is essential in fostering a highly



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engaged and productive workforce. Employee and labor relations are an integral part of any organization's success. At Rexmed Pharmaceutical Sales, they understand the value of nurturing a positive and healthy employee-employer relationship. The company aims to foster a work environment where employees feel valued, respected, and heard. Rexmed Pharmaceutical Sales believe in promoting open communication channels, which allow employees to share their concerns and suggestions without apprehension or fear of retaliation. The management ensures that all employees receive fair compensation, benefits, and opportunities for growth and advancement.

The company's employee and labor relations policies adhere to federal and state laws and regulations, protecting employees' rights. They regularly conduct training sessions on labor laws, discrimination, and harassment prevention to create awareness and promote a respectful and inclusive workplace. Rexmed Pharmaceutical Sales dedicate itself to creating a culture that promotes equitable and respectful relationships between employees and management. The company aims to boost productivity and ensure long-term success by prioritizing employee satisfaction.

## H. Health and Safety Risks Program

Rexmed Pharmaceutical Sales is a company that puts its employees' well-being at the forefront. Although the company does not have a formal Health and Safety Risk Program, it does offer free medicines for its employees when they fall ill. This step shows that the company is actively invested in the health of its staff members and takes active measures to ensure that they receive the necessary care to get back on their feet. Additionally, Rexmed Pharmaceutical Sales have taken active measures to ensure the workplace is secure, with fire extinguishers around the premises. This act is a proactive step towards ensuring the workplace remains safe from fire-related incidents. These fire extinguishers show that the company takes its employees' safety very seriously and goes to great lengths to keep the workplace as safe as possible.

Despite not having a formal Health and Safety Risk Program, it is evident that Rexmed Pharmaceutical Sales values its employees' safety and health. By offering free medicines for employees and placing fire extinguishers around the workplace, the company is actively creating a





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positive work environment where employees feel secure and cared for. By emphasizing the health and safety of its workforce, clients, and visitors, Rexmed Pharmaceutical Sales aim to establish a secure and productive workplace for everyone (Occupational Safety and Health Administration, n.d.)<sup>xi</sup>.

## Recommendation

The workforce is the most imperative resource of any establishment. Exceptional business strategies, procedures, and technologies are more likely to attain triumph when complemented by a team of talented and motivated individuals. A meticulous HR manpower planning approach is a crucial element in ensuring that organizations retain personnel in roles that match their proficiencies and abilities, ultimately facilitating the accomplishment of their objectives. By investing in employees' training, development, and career growth, organizations can improve retention rates, boost employee engagement and productivity, and enhance market competitiveness. Thus, an HR manpower plan is critical for organizations to ensure that they can attract, retain, and develop the best talent and maintain a competitive edge.

As a pharmaceutical company that employs a significant number of personnel in both sales and administrative roles, Rexmed Pharmaceuticals must prioritize the well-being of its employees. The implementation of Health and Risks programs for HR manpower plan is crucial for ensuring the safety and well-being of employees while also safeguarding the business from risks and increasing productivity. Rexmed Pharmaceuticals would benefit significantly from prioritizing the implementation of such initiatives to ensure the longevity and growth of the company.

Offer competitive compensation and benefits to attract and retain top professionals, ensuring employees understand their package's value and how it compares to others in the industry. By following these ideas, you may develop a compensation and benefits package that is competitive, transparent, and useful to your employees. This can help you attract and keep great employees, which is critical to the success of any organization.





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Investing in employee development is a crucial way to help employees grow and succeed. To do this, employers should offer regular training and development programs, encourage cross-functional collaboration, provide opportunities for career growth, support continuing education, and provide regular feedback. These recommendations can help employees develop new skills, knowledge, and abilities, increasing job satisfaction, engagement, and productivity.



*Table 4: Recommendation for Rexmed Pharmaceutical Sales*

## Acknowledgement

The Researchers wish to express their deep gratitude and appreciation to all those who contributed to creating the HR Manpower Plan for Rexmed Pharmaceutical Sales. This essential document outlines the HR strategy aligning with the company's objectives. The Researchers could only have accomplished this task with the support





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and contribution of all those involved. We want to thank the management team at Rexmed Pharmaceutical Sales for entrusting us with this critical project and for their unwavering support and provision of resources to ensure its success.

The HR department at Rexmed Pharmaceutical Sales also played a pivotal role in developing this plan. Their dedication, guidance, and assistance were invaluable in creating and implementing the HR Manpower Plan. They are grateful for the knowledge and expertise they shared with our team, which helped to ensure that the plan met the HR needs of the company.

The Researchers extend their heartfelt appreciation to the valued employees at Rexmed Pharmaceutical Sales, whose insightful input and candid feedback were instrumental in comprehending their unique requirements and persistent concerns. Due to their active participation and willingness to contribute, this detailed and feasible HR plan came to fruition. Moreover, the Research Team would like to acknowledge the unwavering spirit, unflinching dedication, and exceptional professionalism of the entire team, who worked relentlessly to impart an impeccably crafted HR Manpower Plan for Rexmed Pharmaceutical Sales. Without their contribution, it would have been an implausible task.



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## Appendices

### Business Permit



Republic of the Philippines  
Province of Pangasinan  
MUNICIPALITY OF SANTA MARIA



**BUSINESS PERMIT & LICENSING OFFICE**

**BUSINESS PERMIT 2023**

Pursuant to the pertinent provisions of the Local Revenue Code of Municipality of Sta. Maria  
and after payment of local taxes, fees and other regulatory charges,  
this PERMIT is hereby granted to

**REX R. NAVARRETE**

NAME OF OWNER

PERMIT NO.: **2023 - 0144**

VALID UNTIL: **DECEMBER 31, 2023**

**REXMED PHARMACEUTICAL SALES**

BUSINESS TRADE NAME

**PHARMACEUTICAL BUSINESS**

NATURE OF BUSINESS

**CAL-LITANG, STA. MARIA, PANG.**

BUSINESS ADDRESS

**RENEW**

BUSINESS STATUS

This permit is only a privilege and may be revoked anytime for violation of existing laws, ordinances,  
rules and regulations governing the operations and maintenance of the same.

RECOMMENDING APPROVAL:

O.R. NO.: 9944067  
O.R. AMOUNT: ₱ **34,450.00**  
CTC NO.: 07582158  
DATE ISSUED: JANUARY 9, 2023

*Susant Garcia*  
**SUSANT. GARCIA**  
BPLD, Designate

*Julius C. Ramos*  
**HON. JULIUS C. RAMOS**  
Municipal Mayor



**Consent Form**





**FAR EASTERN UNIVERSITY**  
**Institute of Accounts, Business and Finance**  
**Business Administration Department**



**Business Owner-Participant Consent Form**

**Title of the Project: HR Manpower Plan**

- I Navarrete, Rex Rapisura agrees to participate in the interviews.
- I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind.
- I have had the purpose and nature of the study explained to me by the concern students and I have had the opportunity to ask questions about the study.
- I understand that participation involves providing data and information necessary for the students to comply with their HR Manpower Plan Paper, a course requirement equivalent to Final Examination under the course Human Resource Management - MGT 1106.
- I understand that I will not benefit directly from participating in this interview.
- I agree to my interview being audio-recorded and/or pen and paper recorded.
- I understand that all information I provide for this study will be treated under the legal provision of Data Privacy Act of the Philippines.
- I understand that in any report on the results of this academic paper my identity will remain anonymous. This may be done by changing my name and disguising any details of my interview which may reveal my identity or the identity of the people I speak about.
- I understand that any material data or information from my interview may be quoted in dissertation, thesis, conference presentation, published papers etc.
- I understand that signed consent forms, original audio recordings and written recordings will be retained in physical and online storage facilities such as websites and internet archives.
- I understand that under freedom of information I am entitled to access the information I have provided at any time while it is in storage as specified above.
- I understand that I am free to contact any of the students involved in the interview to seek further clarification and information.

Name and signature of business-owner participant: Navarrete, Rex Rapisura

Date: April 10, 2023

Names and signatures of students:

1. <u>Navarrete, Alejandro Jose S.</u>	2. <u>Santos, Raul Cyril</u>
3. <u>Agcaon, Rovhic O. Jr.</u>	4. <u>Dellin, J. Jr.</u>

Date: April 23, 2023

## Interview Questions

### A. Staff Acquisition or Recruitment and Selection

1. How would you rate your organization's recruitment process on a scale of 1 to 10?
2. What channels do you use to source candidates for job openings?
3. How do you ensure that candidates are treated fairly and equitably throughout the recruitment and selection process?

### B. Resource Calendars

1. Are you aware of the concept of resource calendars in human resource management? Do you have one?
2. If yes, may we have a copy of it?
3. If yes, how often do you update the resource calendar, and what steps do you take to ensure accuracy and consistency?

### C. Training and Talent Management

1. Do you provide any Training and Talent programs for your employees?
2. What are your methods on training your employees to improve?

### D. Development

1. Are you aware of the recent developments in human resource management practices and how do you think it impacted your organization?
2. What new HR practices do you think will emerge in the near future?

### E. Performance Reviews

1. How often are performance reviews conducted in your organization?
2. How do performance reviews impact employee engagement and job satisfaction?

### F. Recognition and Rewards

1. When one of your employees does excel in their work, do you offer them recognition or awards?
2. If yes, what are these rewards?

### G. Employee and Labor Relations

1. Does the organization have a positive relation with each other?
2. Can you explain the relation shared among the employees?

### H. Health and Safety Risks Program

1. Do you have Healthy and Safety Risks Programs?
2. If yes, can you explain these program/s?

## Documentation of the Interview

